

Gringley-on-the-Hill

COMMUNITY CENTRE MANAGEMENT COMMITTEE

20th May 2019

Present

Ann-Marie Morley (Chair), John Taylor, Chris Elliott, Mick Bullen, Annie Hargrave

Apologies

Roy Kilner, Simon McGuinness, Simon Parker (Treasurer), Wendy Wright, Peter Young

Minutes

Minutes from meetings on 20/3/19, approved. Minutes from 8/4/19 needed amendment to last sentence under "Maintenance". It should read: 'The faulty fire alarm was disabled by Richard Measures. The system was subsequently checked by Lofthouse Security'. Both sets of minutes were signed

Matters Arising

None

Correspondence

None

GDPR

In view of many absentees it was decided to leave this to the next meeting that CE is present at.

Finance

With the treasurer absent there was no financial report.

Health & Safety

MB went through the recommendations of work needed to be done following his inspection.

- It was decided to put Child proof covers on all the plugs in the CC.
- PAT testing is overdue. JT to arrange with Richard Measures to carry it out. JT
- The movable steps to the stage need a handrail. JT to look into how it could be achieved. JT
- MB to renew the first Aid Box. MB
- All policies need reviewing including Hire Agreement.. MB
- MB to look into the practicality of moving the grit bin. MB
- Storage is a problem. The table trolleys to be moved to the store cupboard in the hall and some chairs placed in the rear lobby. The situation to be monitored for workability.
- MB had carried out a risk assessment concerning Legionella. There is a very low risk present and no action needs to be taken.
- Rather than keeping the cleaner's store locked there will be a locked cupboard for the cleaning materials with replacement items stored in the Office.
- The cupboard in the kitchen with the dishwasher products to be fitted with a child proof lock.

Maintenance

- The floats on the toilets have been adjusted. Hopefully that will minimise the risk of the system getting blocked again. Trustees were asked to flush all the toilets every time before they leave the CC.
- The Wi-Fi was still not working.
- Cabling to TV in Hargreaves room needed sorting.
- CE to ask Paul Newsome for a quote to inspect the wiring in the CC

CE

Purchases/Work on CC

Nothing to report

Marketing, Publicity, Website

Nothing to report

AOB

Gringley on the Hill WI requested permission to store their archive material in the loft.
Granted.

The Meeting finished at 21.00